

United States Marine Corps

# Road Map

## Supply Administration and Operations Clerk 3043



**DRAFT**  
Marine Corps Combat Service Support Schools, Camp Johnson

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**Upon graduation from MOS school, Marine receives brief on:**  
MCI Program, Professional Military Education (PME), and college courses

### **Gaining Command:**

Assist and support as appropriate

— **1<sup>st</sup>** —

MOS      **Year**  
                 **r**

- Recruit Training
- Marine Combat Training (MCT)
- Test for Military Academic Skills Program (MASP); receive MASP training if required
- Enlisted Supply Basic Course (ESBC)

PME

- MCI (1334H) Math for Marines
- MCI (3420E) Personal Financial Management
  - MCI (3425A) (CD-based) or MCI (3426A) (web-based) may be substituted.
- Read at least two books annually from the U. S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmcclist.htm>)

### VOLUNTARY EDUCATION

- Begin Associates Degree Program in Arts or Business/Logistics and Supply Chain Management. The course work needed for an Associate's Degree in Arts is provided as an example in Appendix A.
- Microsoft Applications Course (MS Word, Office, Excel, Access)
- Check in with the local Servicemember's Opportunity College (SOC) office for military training to college credit counseling. SOCMAR is the SOC degree program for the Marine Corps. It consists of colleges that offer Associate's and Bachelor's Degree Programs on or accessible to Marine Corps installations worldwide. These colleges have joined together to form a network in which each college accepts credits from other SOCMAR Schools.  
Link: <http://www.soc.aascu.org/>

DUTY

- **Marine Corps Combat Service Support Schools, Camp Johnson**  
Supply Administrative Billet in the Operating Forces or the Supporting Establishment



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— **2<sup>nd</sup>** —  
MOS      **Year**  
                 **r**



• Managed On-The-Job Training (MOJT) as required per MC 1510.73,  
Individual Training Standards (ITS) System for Supply Administration and Operations, Occupational Field (OCCFLD) 30

#### PME

- MCI (0033) Fundamentals of Marine Corps Leadership
  - MCI (0034) (CD-based) or MCI (0035) (web-based) may be substituted
- Distance Learning Course (DI5101A) Operational Risk Management (ORM)  
Available on-line at <http://www.tecom.usmc.mil/cce/>
- Read at least two books annually from the U. S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmcclist.htm>)

#### VOLUNTARY EDUCATION

- Begin/Continue Associates Degree Program in Arts or Business/Logistics and Supply Chain Management. The course work needed for an Associate's Degree in Arts is provided as an example in Appendix A.
- Re-take ASVAB Exam (**See note 1 below**)

#### DUTY

- Supply Administrative Billet
- Operating Forces
  - Marine Expeditionary Force (MEF)/Division (DIV)/Marine Aircraft Wing (MAW)/Force Service Support Group (FSSG)/Infantry Regiment (REGT)/ Marine Aircraft Group (MAG)/Infantry Battalion (BN)
- Supporting Establishment
  - Marine Corps Base (MCB)/ Marine Corps Air Station (MCAS)

#### SPECIAL DUTY

- **Marine Corps Combat Service Support Schools, Camp Johnson**

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— **3rd** —  
MOS      **Year**  
                 **r**



- Managed On-The-Job Training (MOJT) as required per MC 1510.73\_, Individual Training Standards (ITS) System for Supply Administration and Operations, Occupational Field (OCCFLD) 30

#### PME

- MCI (0033) Fundamentals of Marine Corps Leadership
  - MCI (0034) (CD-based) or MCI (0035) (web-based) may be substituted
- MCI (0381C) Land Navigation (**See note 1 below**)
  - MCI (0385B) (web-based) may be substituted
- Read at least two books annually from the U. S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmcclist.htm>)

#### VOLUNTARY EDUCATION

- Continue Associates Degree Program in Arts or Business/Logistics and Supply Chain Management. The course work needed for an Associate's Degree in Arts is provided as an example in Appendix A.

#### DUTY

- Supply Administrative Billet
- Operating Forces
  - Marine Corps Forces (MARFOR) Atlantic/Pacific/MEF/DIV/MAW/FSSG/REGT/MAG/BN
- Supporting Establishment
  - MCB/MCAS/Marine Corps Logistics Base (MCLB)\_

#### SPECIAL DUTY

- Marine Corps Security Guard
- Marine Corps Security Forces

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— **4th** —  
MOS      **Year**  
                 **r**



- Managed On-The-Job Training (MOJT) as required per MC 1510.73\_, Individual Training Standards (ITS) System for Supply Administration and Operations, Occupational Field (OCCFLD) 30
- Enlisted Supply Intermediate Course (ESIC)

PME

- Corporal's Course (Resident)
- MCI (001A) Principles of Instruction for the Marine NCO
- MCI (0410B) MIMMS (AIS)
- MCI (047D) Introduction to Amphibious Embarkation
- MCI (8010) Sergeants Distance Education Program (**See note 1 below**)
- Read at least two books annually from the U. S. Marine Reading Program (<http://www.mcu.usmc.mil/mcu/Reading/usmclic.htm>)

VOLUNTARY EDUCATION

- Continue Associates Degree Program in Arts or Business/Logistics and Supply Chain Management. The course work needed for an Associate's Degree in Arts is provided as an example in Appendix A.

DUTY

- Supply Administrative Billet
- Operating Forces
  - MARFOR/MEF/DIV/MAW/FSSG/REGT/MAG/BN
- Supporting Establishment
  - MCB/MCAS/MCLB/Inspector-Instructor Staff (I-I)

SPECIAL DUTY

- Marine Corps Security Guard
- Marine Corps Security Forces

# Marine Corps Combat Service Support Schools, Camp Johnson

Note1: Must have completed MCI (0381C) Land Navigation prior to enrolling in MCI (0381C) Ver 2.2 13 Apr 04

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# Sergeant



## MOS

- Managed On-The-Job Training (MOJT) as required per MC 1510.73, Individual Training Standards (ITS) System for Supply Administration and Operations, Occupational Field (OCCFLD) 30
- Enlisted Supply Intermediate Course (**See note 1**)
- Navy Small Purchase Program (USN) or CON 237 Simplified Acquisition Online Defense Acquisition University course: <http://www.dau.mil/schedules/courseinform.asp> (**See note 2**)
- Submit for Warrant Officer (WO), if desired (8 yrs of service required)

## PME

- Sergeant's Course (Resident)
- MCI (0414A) Ground Maintenance Management Procedures for Supervisors
- MCI (3412) Field Budget Formulation
- MCI (8100) SNCO Career Distance Education Program (**See note 3**)
- Read at least two books annually from the U. S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

## VOLUNTARY EDUCATION

- Complete Associates Degree Program in Arts or Business/Logistics and Supply Chain Management. The course work needed for an Associate's Degree in Arts is provided as an example in Appendix A.
- Begin Bachelors Degree Program in Business/Logistics and Supply Chain Management. The course work needed for a Bachelor's of Science- Business Management is provided as an example in Appendix B.

## DUTY

- Supply Admin Chief
- Operating Forces
  - MARFOR/MEF/DIV/MAW/FSSG/REGT/MAG/BN
- Supporting Establishment
  - MCB/MCAS/MCLB/RS/I-I

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# Sergeant continued:



## SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Corps Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

Note 1: Attend before in zone for Staff Sergeant

Note 2: Should be completed if assigned to I-I as MOS billet; but not limited to I-I

assignment

Note 3: Must have completed MCI (8010) Sergeants Distance Education Program and the

Resident Sergeant's Course prior to enrolling in MCI (8100)

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# Staff Sergeant



## MOS

- Managed On-The-Job Training (MOJT) as required per MCC 1510.73\_, Individual Training Standards (ITS) System for Staff Sergeant Administration
- and Operations, Occupational Field (OCCFLD) 30
- Ground Supply Chief's Course
- Navy Small Purchase Program (USN) or CON 237 Simplified Acquisition Online Defense Acquisition University course: <http://www.dau.mil/schedules/courseinform.asp> (**See note 1**)

## PME

- SNCO Career Course (Resident)
- Formal School Instructor Course (**See note 2**)
- Combat Service Support Operations Center Chief's Course
- MCI (3414) Financial Management
- MCI (8200) SNCO Advanced Distance Education Program (**See note 3**)
- Begin MCI (7400) Warfighting Skills Program
- Read at least three books annually from the U. S. Marine Reading Program\_ (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

## VOLUNTARY EDUCATION

- Supply Chain Management Course/Seminar at Coastal Carolina Community College or local College/University
- Continue Bachelors Degree Program in Business/Logistics and Supply Chain Management. The course work needed for a Bachelor's of Science- Business Management is provided as an example in Appendix B.

## DUTY

- Supply Chief
- Operating Forces
  - MARFOR/MEF/DIV/MAW/FSSG/REGT/MAG/BN
- Supporting Establishment
  - MCB/MCAS/MCLB/RS/I-I
  - Joint Staff/Defense Logistics Agency (DLA)/HQMC/Marine Corps System Command (MARCORSYSCOM)
  - Supply School

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# Staff Sergeant continued:



## SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Corps Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

Note 1: Attend or take if not already accomplished

Note 2: Attend if assigned as instructor at Formal School

Note 3: Must have completed MCI (8100) SNCO Distance Education Program and the

Resident SNCO Course prior to enrolling in MCI (8200)

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# Gunnery Sergeant

## MOS

- MOS requirements complete
- Ground Supply Chief's Course (**See note 1 below**)

## PME

- SNCO Advanced Course (Resident)
- MCI (7400) Warfighting Skills Program
- Tactical Logistics Operations Course (TLOC)
- Read at least four books annually from the U. S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

## VOLUNTARY EDUCATION

- Supply Chain Management Course/Seminar at Coastal Carolina Community College or local College/University
- Continue/Complete Bachelors Degree Program in Business/Logistics and Supply Chain Management. The course work needed for a Bachelor's of Science-Business Management is provided as an example in Appendix B.
- Begin Graduate Degree Program in Business/Logistics and Supply Chain Management (if Bachelor's complete). The course work needed for a Graduate Certificate-Logistics and Supply Chain Management is provided as an example in Appendix C.

## DUTY

- Supply Chief
- Operating Forces
  - MARFOR/MEF/DIV/MAW/FSSG/REGT/MAG/BN
- Supporting Establishment
  - MCB/MCAS/MCLB/ I-I/RS
  - Joint Staff/DLA/HQMC/MARCORSYSCOM
  - Supply School
  - Marine Corps Logistics Chain Analysis Team (MCLCAT)
  - Apply to Year Out (Industry) Program (for a more senior GySgt)

## SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Corps Combat Instructor (MCS 8913)
- Marine Corps Security Guard
- Marine Corps Security Forces



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# Master Sergeant

## MOS

- MOS requirements complete

## PME

- First Sergeant/Master Sergeant Regional Seminar
- Advanced Logistics Operations Course (ALOC)
- Marine Corps Logistics Education Program (MCLEP) at Penn State University
- Read at least four books annually from the U. S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmcclist.htm>)

## VOLUNTARY EDUCATION

- Managing and Improving Logistics Chain Course at Penn State University
- Merchant Marine Academy Global Management and Transportation Distribution Course
- Continue/Complete Graduate Degree Program in Business/Logistics and Supply Chain Management (if Bachelor's complete). The course work needed for a Graduate Certificate-Logistics and Supply Chain Management is provided as an example in Appendix C.

## DUTY

- Supply Chief
- Operating Forces
  - MARFOR/MEF/DIV/MAW/FSSG
- Supporting Establishment
  - MCB/MCLB/I-I
  - Joint Staff/DLA/HQMC/MARCORSYSCOM/MCD
  - Supply School
  - MCLCAT
  - Monitor
  - Apply to Year Out in Industry Program

## SPECIAL DUTY

- Recruiting
- Marine Security Guard

Marine Corps Combat Service Support Schools, Camp Johnson



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# Master Gunnery Sergeant

## MOS

- MOS requirements complete

## PME

- ALOC (**See note 1 below**)
- Council of Logistics Management (CLM) Conference
- SgtMaj/MGySgt Symposium and Russell Leadership Conference
- Read at least four books annually from the U. S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

## VOLUNTARY EDUCATION

- Complete Graduate Degree Program in Business/Logistics and Supply Chain Management (if Bachelor's complete). The course work needed for a Graduate Certificate-Logistics and Supply Chain Management is provided as an example in Appendix C.

## DUTY

- Supply Chief
- Operating Forces
  - MARFOR/MEF/DIV/MAW/FSSG
- Supporting Establishment
  - MCB/MCLB
  - Joint Staff/DLA/HQMC/MARCORSYSCOM
  - Supply School
  - MCLCAT
  - Monitor

## SPECIAL DUTY

- None



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Note 1: Attend if unable to do so as Master Sergeant. Ver 2.2 13 Apr 04

APPENDIX A  
Associate of Arts  
Coastal Carolina Community College (CCCC)  
EAST COAST OPTION

• **GENERAL EDUCATION CORE 44 Semester hours**

• **English Composition 6 hours (ENG 111 + 1 OTHER)**

- ENG 111 Expository Writing
- ENG 112 Argument-based research
- ENG 113 Literature-based research
- ENG 114 Professional research and reporting

• **Humanities/Fine Arts 12 hours (Four courses from three disciplines)**

- ENG 231 American Literature I (required)
- DRA 112 Literature of the Theater (or other DRA)
- COM 120 Interpersonal speaking (or other COM)
- HUM 211 Humanities I (or other HUM)

• **Social/Behavioral Sciences 12 hours (Four courses from three disciplines)**

- HIS 121 Western Civilization I (required)
- ANT 210 General Anthropology
- PSY 150 General Psychology
- POL 120 American Government (or other POL)

• **Natural Sciences/Mathematics 14 hours (NS 8 hrs / MATH 6 hrs)**

- BIO 111 General Biology
- CHM 151 General Chemistry
- MAT 161 College Algebra
- MAT 263 Brief Calculus

APPENDIX A  
Associate of Arts  
Coastal Carolina Community College (CCCC)  
EAST COAST OPTION

• **Other required courses 21 hours**

- ACC 120      Principles of Accounting I (4 hours)
- ACC 121      Principles of Accounting II (4 hours)
- CIS 110      Introduction to Computers (3 hours)
- ECO 251      Principles of Microeconomics (3 hours)
- ECO 252      Principles of Microeconomics (3 hours)
- MAT 151      Statistics (3 hours)
- PED 111      Physical Fitness (1 hour)

• **Total Semester Hours Of Credit: 65 hours**

Note: Marines will be given credit for these courses.

<http://www.coastalcarolina.edu/academics.htm>



# APPENDIX B

## Bachelor of Science in Business Management

### North Carolina State University (NCSU)

### EAST COAST OPTION

- **Writing & Speaking 10 hours**

- ENG 101 Academic Writing Research
- ENG 332 Communication for Business and Management
- GRP 104 Communication

- **Humanities & Social Sciences 27 hours**

- GRP 201 History
- GRP 202 Literature
- GRP 203 Ethics
- GRP 204 Introduction to Economics
- EC 202 Principles of Macroeconomics
- PSY 200 Introduction to Psychology
- GRP 207 Humanities/Social Science
- GRP 208 Foreign Language

- **Math & Natural Sciences 21 hours**

- GRP 301 Natural Sciences
- GRP 302 Science, Tech & Society
- GRP 303 Calculus
- GRP 304 Finite Math
- GRP 305 Econ/Bus Statistics

- **Physical Education 2 hours**

- GRP 401 Health & Fitness
- GRP 402 Physical Education

# APPENDIX B

## Bachelor of Science in Business Management

### North Carolina State University (NCSU)

### EAST COAST OPTION

- **Free Electives 17 hours**

- EXC 910      Free Electives

- **Major Requirements (NON-BUS) 6 hours**

- ACC 210      Accounting I
- ACC 220      Managerial Accounting
- GRP 607      Computer Proficiency

- **Major Requirements (BUS) 28 hours**

- BUS 100      Introduction to College of Management
- BUS 201      Introduction to Business Processes
- BUS 320      Financial Management
- BUS 330      Human Resource Management
- BUS 340      Information Systems Management
- BUS 360      Marketing Management
- BUS 370      Operations Management
- BUS 305      Legal & Regulatory Environment
- BUS 480      Business Policy & Strategies

- **Operations Concentration 12 hours**

- BUS 478      Business Process Management
- BUS 473      Supply Chain Management
- BUS 472      Operations Planning & Control Systems
- ACC 420      Strategic Finance & Planning

- **Total Semester Hours of Credit: 123 hours**

<http://www.ncsu.edu>

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# APPENDIX C

## Graduate Certificate in Logistics & Supply Chain Management

Penn State University (PSU)

EAST COAST OPTION/DISTANCE LEARNING OPTION

- BLOG 301 Business Logistics Management

- BLOG 320 Transportation Systems

- BLOG 400 Logistics Modeling

- BLOG 415 Strategic Procurement

All classes are 3 credits

<http://www.worldcampus.psu.edu>

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C-1

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